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**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2010-045**

**ACTION OFFICER**

**PROMOTABLE TSGT-MSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 29 MAR 10 Close of Business (COB)**

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To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4 year Statutory Tour at **NGB/A6E (ARLINGTON VA)**. Must be Air Force Specialty Code (AFSC) **3D0X1 OR 3D0X2**. Duties and Responsibilities: Individual works under the general supervision of the NGB/A6E Division Chief. Works as the direct interface to NGB/HR on all A6 personnel actions to include: filling military and civilian vacancies, updates to military position descriptions/civilian core documents/unit manning documents, RegAF requisitions, promotions, retirements, awards and decorations. Will coordinate with commanders, headquarters and base level functional activities to ensure accurate, integrated, consistent, and timely actions. Required to assist with the NGB/A6 Tasker Management Program. Analyzes both internal and external taskers for appropriate routing and course of action. Provides assistance to A6 leadership to build Staff Packages and external correspondence. Assists in managing A6 leadership's calendar and travel schedules and arrangements, monitoring incoming and outgoing correspondence, and other administrative duties. Optimizes use of resources and maximizes efficiency and effectiveness of the organization. Balances workload and provides assistance to the Division Chief on a wide range of support and administrative issues. Evaluates requirements for additional resources and balances organization needs with overall mission requirements and resource interests. Participates in special projects, initiatives, and special assignments. Assists Divisions with special projects to ensure milestones and goals are met according to leadership defined timelines. Researches and recommends appropriate actions or interpretation of issues that impact the directorate and field units. Assists in the preparation of a wide variety of recurring and nonrecurring personnel and executive correspondence, reports, and other documents. Will review and process incoming and outgoing correspondence, reports, and other materials submitted for the Director's signature. Answers telephone calls, greets visitors, and ascertains the nature of the calls or visits, screening those that can be handled without supervisor's help. Responsible for administration of the A6 and A6E SharePoint page and AF Portal page.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: “I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

